

# **EXHIBIT 26**

## About spaces and group conversations

You can use spaces or group conversations in Google Chat to communicate with one or more people.

- **Spaces:** A central place where people can share files, assign tasks, and stay connected.
- **Group conversations:** Chat directly with a group. For example, use group conversations to have a quick discussion after a meeting.

### Tips:

- You must use a Google Workspace account to create a threaded space.
- Group conversations are unthreaded.

## Should I use a space or group message?

	Spaces	Group conversations
<b>Purpose</b>	Collaborate on long-term projects with teams or specific groups.	Direct message with 2 or more people.
<b>Message history</b>	<p><b>Threaded spaces:</b> History is always on and is kept based on your organization's policy.</p> <p><b>Unthreaded spaces:</b> History can be turned on or off:</p> <ul style="list-style-type: none"> <li>• <b>Off:</b> Messages are removed after 24 hours.</li> <li>• <b>On:</b> Messages follow your organization's data retention policy. If you use a personal account, messages are kept indefinitely.</li> </ul> <p><b>Tip:</b> If no one joins a space and the creator leaves, a space created by a personal account is deleted after 5 days.</p>	<p>If you use a Google Workspace account, history depends on your organization's settings. History can be:</p> <ul style="list-style-type: none"> <li>• <b>Off:</b> Messages are removed after 24 hours.</li> <li>• <b>On:</b> Messages follow your organization's data retention policy.</li> </ul> <p><b>Tip:</b> If participants leave a group conversation created by a personal account, the conversation is deleted after 5 days.</p>
<b>Name</b>	<p>The space creator chooses a space name.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• If you use a Google Workspace account and someone in your organization created the space, you can change a space name.</li> <li>• If the space was created by a personal account, any space member can change the space name.</li> </ul>	Member names are listed.
<b>Description</b>	The room creator chooses a room	Group conversations don't have

	description.	descriptions.
<b>Default Notifications</b>	<p>Members are notified for conversations they're in or when @mentioned.</p> <p>These are default settings and can be changed. <a href="#">Turn Google Chat notifications on or off.</a></p>	<p>Members are notified for every message.</p> <p>These are default settings and can be changed. <a href="#">Turn Google Chat notifications on or off.</a></p>
<b>Membership</b>	Members can leave and rejoin.	<p>Members can leave and rejoin.</p> <p><b>Tip:</b> For group conversations created before December 2020, members may not be able to leave.</p>
<b>Multiple chat spaces with the same people</b>	Can have 2 or more spaces with the same group.	Can have 2 or more conversations with the same group.
<b>Create and assign tasks</b>	Can create and assign tasks to other space members.	Unnamed group conversations don't have task features.
<b>Shared files</b>	Can share files and view a list of files shared with the space.	Can share files with the group, but can't view a list of the files.

---